

Approved: September 24, 2013

Highway Garage Committee Meeting Minutes

Tuesday, July 30, 2013, at 6:00 PM, in the Merrimack Memorial Room

The meeting was called to order at 6:00 p.m. Present at the meeting were Chairman David G. Yakuboff, Sr., Vice Chair Dan Dwyer, Town Manager Eileen Cabanel, Finance Director Paul Micali, Public Works Director Rick Seymour, public member Jon Schippiani, public member Rick Hatfield, Highway Operations Manager Adam Jacobs, Highway Equipment Operator I Bob Golemo and Roads and Bridges Foreman Bruce Moreau.

Previous visits to Highway Garage by two public volunteer members and their thoughts:

Rick Hatfield's stated that his biggest concern was the lunch and meeting room, locker room and bathrooms. He also felt that the welding area is not well defined.

Jon Schippiani stated that the condition of the workplace is not a working condition that adequate and that the secretary space does not connect.

OLD BUSINESS

a. Preliminary Comments by Structural Engineer – Paul Micali

Paul Micali reviewed the John Berg report specs for the original garage built in the 1970s. The concrete floor meets minimal requirements. The footprint of the cement pad is 9, 292 square feet.

b. Report of ratings of Needs vs. Wants from Public Works Staff – Adam Jacobs, Bruce Moreau and Bob Golemo

Bruce Moreau stated that the wash bay may be a want. Equipment can it be under cover. All or some, how many is enough. Equipment storage is a want, some is a need. Supply storage is a need for grass seed, calcium chloride, paint & equipment maintenance. Welding bay is a need. Need – Administrative area and personnel area. Lunch room, kitchen / multi., conference/training room, locker.

Need – Dedicated work space, signs, picnic tables, auto bays – maintenance. Dedicated workshop areas – such as sign shop.

Bob Golemo stated that there is a need for the locker room, shower and bathrooms. 5-10 trucks under cover at any given time, particularly in winter. Plowing – 10 people out.

Need - Gas pump needs cover and lighting and also a wash bay area for winter. Shop area to work on odd jobs such as signs and picnic tables and it should be separated from vehicle area.

Adam Jacobs stated that there is a need for a locker room, training room, lunch room and bath rooms. In the locker room, he believes there should be a place to hang wet gear as well as storage for rain gear. Vehicle parts storage, equipment maintenance. Mode of access control. Equipment storage – saws trimmers – some kind of covered storage.

Administrative space replacing – 6-8 person conference table, not lunch room / training.

Planned storage – reorg, no duplicates.

Fuel station

Wash area – increase water service to the garage.

Approved: September 24, 2013

Adam Jacobs – Wants: Covered vehicle storage, pre-stage areas for winter especially for the trucks going out to clear ice and snow.

- 10 trucks to pre-treat
- Overflow workshop space
- Employee slip and fall reduction
- Roadway safety – timing without
- Door trucks – staging
- \$12,000 – heating & electric / year
- Wash bay / want – major current with creating a shower effect. High volume, high pressure, floor drain, cat walk, min. heat, ventilation, oil, water separators.

c. Committee Review of Needs and Wants (*Dave Yakuboff Selection Exercise*)

Vehicle - storage. Chairman Yakuboff asked how many is needed.

Storage vs. Staging –

16 large trucks

1- 10 wheel dump truck

10 - 6 wheel trucks

5 pick-ups

4 – 1 tons

1 flatbed

2 back-hoes

1 bucket load

1 road grater

2 side walks

Rick Seymour asked about the cost of maintenance outside vs. inside.

Fuel Island – Need. Needs barriers for protection and roof and fire suppression

There are several out buildings for storage.

Bob – Additional man space to make sure public has a place to enter that is separate from work area.

WANT – Improved lot – access & cameras

Eileen Cabanel –

Referred to HKT exhibit 18-C: Which talks about needing 23,000 square feet for storage.

7:45 PM – Break for a vote on items list – see Dave Y.

Priorities

1st – locker, shower

2nd – lunch/conf./all purpose

3rd – storage, inside storage

4th – admin (Tied)

4th – supply storage / sand (Tied)

5th – gas pump

Approved: September 24, 2013

- 6th – wash bay
- 7th – dedicated work shop
- 8th – comfort room
- 9th – welding bay

NEW BUSINESS

- a. **Financing Comparison of Bonds Based on Rough Costs – Paul Micali - TABLED**
- b. **Select a Direction Based on Preliminary Structural Report – Dave Yakuboff - TABLED**
- c. **Use of Existing Pad – Dave Yakuboff - TABLED**
- d. **Planning a phased approach so Public Works can Still Function – Dave Yakuboff & HKT Architects, Inc. – TABLED**
- e. **Identify Phases – Dave Yakuboff & HKT Architects, Inc.- TABLED**

MINUTES

Approve the minutes from the Highway Garage Committee meeting of July 16, 2013.

MOTION made by Chairman Yakuboff and seconded by Bob Golemo to accept the July 16, 2013 Highway Garage Committee meeting minutes as presented. MOTION CARRIES 10/0/0

MOTION made by Rick Seymour and seconded by Bruce Moreau to adjourn the meeting.

The July 30, 2013 meeting of the Highway Garage Committee was adjourned at 8:30 p.m.

Submitted by Dan Dwyer